



Yuma County, Arizona
DEPARTMENT OF ENGINEERING
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Chris Young, P.E.
Director/County Engineer

YUMA COUNTY

CAPITAL IMPROVEMENT PROGRAM

FY2020-21 INSTRUCTIONS

The Capital Improvement Program (CIP) is a five year program consolidating projects consisting of land, buildings, or improvements to same (e.g., elevator installation in an existing building, or bridge construction on a County road). A capital improvement is a non-recurring expense (does not occur every year), although it may occur again at some point thereafter, as in roof replacement or remodeling a building. Normal operations and maintenance however, should not be considered a capital improvement. **The threshold to qualify for a CIP project is a minimum of \$100,000.** CIP projects less than this amount should be submitted with the Department's respective budget utilizing the capital outlay form.

Capital outlays are for vehicles, computers, other equipment, and for CIP projects with a cost less than \$100,000. The annual budget process has separate forms for capital outlay requests. **Do not submit capital outlay requests to the CIP review.**

Complete a separate Project Submission Form for each **new or continuing** capital improvement with an expense of \$100,000 or more and indicate the order of priority for your department, if submitting multiple projects.

Please use the attached form for both new and continuing projects. If your project is a continuing project, please use the existing CIP number. For new projects, please indicate "NEW" for the CIP number.

Please email all completed Project Submission Forms by **January 21, 2020** to cynthia.baisi@yumacountyaz.gov.

If you have any questions or need assistance, please call Dave Wostenberg, at 817-5121.

A handwritten signature in black ink that reads "Chris Young".

Chris Young
County Engineer

encl: CIP Project Request (New and Continuing)